

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4225

**TITLE:** FIRE BATTALION CHIEF

**GRADE:** F-29

**DEFINITION:**

Under the direction of an Assistant Fire Chief or Deputy Fire Chief, directs and coordinates the emergency medical service (EMS), fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the County) for an assigned shift; or directs and coordinates the specialty teams (i.e., the Hazardous Materials, Technical Rescue, and Water Operations Teams) in the Emergency Services Section's Technical Services Unit; or directs and coordinates the Fire Prevention Services Section or the Hazardous Materials Services Section; or develops and directs the Fire and Rescue Academy's training programs; or directs the activities of the Human Resources Section; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

A Fire Battalion Chief has command responsibility for all fire, rescue and emergency medical service activities within a specified geographic region (battalion). In contrast, a position in the next lower class in the series, Fire Captain, serves as a station or EMS shift commander, while a position in the next higher class, Deputy Fire Chief, commands one of the Department's seven major divisions.

**ILLUSTRATIVE DUTIES:**

**Battalion Shift Supervisor**

Maintains EMS, fire, and rescue protection at an optimal level on an assigned shift within a battalion, recalling or transferring personnel as necessary;  
Responds to emergency incidents and assumes command;  
Supervises personnel and the operation of all Fire and Rescue units within a designated area on an assigned shift;  
Routinely inspects fire and rescue stations to ensure the operational readiness of equipment, apparatus, and personnel, and the cleanliness of the stations;  
Makes reports on large-loss fires, unusual rescue incidents, vehicle accidents and personal injuries;  
Attends meetings with volunteers to exchange information and provide a liaison;  
Approves supply requests for materials pertaining to fire and rescue activities;  
Investigates complaints;  
Monitors apparatus/equipment maintenance programs;  
Ensures that battalion personnel meet all required training standards;  
Plans, coordinates, and conducts multi-function drills and training;  
Evaluates performance of personnel taking continuing education training, and takes corrective action if required;  
Evaluates the effectiveness of field training programs, and recommends changes or improvements;  
During field operations, identifies areas requiring improvement, and initiates appropriate action;  
Instructs battalion personnel in identified training needs;  
Coordinates with the EMS supervisor assigned to his/her battalion and ensures the scheduling of

training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals;

May fill in for the Division Deputy Chief for the division to which assigned.

**Technical Services Unit**

Plans, organizes, directs and evaluates the training of the Emergency Services Section's special operations teams (i.e., Hazardous Materials Team, Technical Rescue Team, and Water Operations Team);

Coordinates the activities of the special operations teams with other Fire and Rescue Department divisions, County agencies, and organizations outside the County;

Develops the budget for the special operations teams, and supervises equipment acquisitions;

Serves as the Emergency Services Section's liaison with the Local Emergency Planning Committee.

**Fire Prevention Services Section**

Directs and coordinates the activities of the Fire Prevention Services Section (comprised of the Investigations, Inspections, Plans Review Engineering, and Fire Protection Equipment & Systems Testing branches);

Interprets and directs the enforcement of the Fire Prevention Code;

Provides a liaison between the Fire Prevention Division and other code enforcement agencies within the County;

Provides information and advice on fire protection issues to departmental and County policy makers;

May command the investigative aspect of a fire/explosion scene;

Maintains a liaison with the County Attorney's Office for fire prevention enforcement issues;

Grants modifications to the State and County Fire Prevention Codes in compliance with applicable codes.

**Hazardous Materials Services Section**

Directs and coordinates the activities of the Hazardous Materials Technical Support and Enforcement Branches;

Oversees and coordinates the investigation, research, testing, remediation and enforcement actions for hazardous materials incidents;

Provides a liaison between the Fire and Rescue Department and County, state, and federal agencies, as well as the public and private sector, concerning hazardous materials incidents;

Negotiates equitable solutions to sensitive, long-term hazardous materials/hazardous waste issues;

Provides departmental and County policy makers with information and advice on hazardous materials issues;

Interprets federal, state and local codes concerning hazardous materials/hazardous waste, and recommends revisions;

Maintains a liaison with the County Attorney's Office for hazardous materials enforcement issues;

May command the investigative aspect of long-term hazardous materials remediation scenes.

**Training Section**

Develops continuous fire suppression, emergency medical services, hazardous materials abatement, and technical rescue training programs;

Consults with the Emergency Services Division personnel and volunteer fire company officers to determine training needs and schedule training sessions;

Evaluates and appraises fire and rescue operations to determine training needs;

Manages the Fire and Rescue Academy.

**Human Resources Section**

Plans and directs the activities of the Human Resources Section (comprised of the Payroll/Personnel, Recruitment, and Health Programs branches);

Through the Health Programs Officer, ensures compliance with Occupational Safety and Health Act (OSHA), Virginia Occupational Safety and Health Act (VOSHA) and National Fire Protection Association (NFPA) standards relating to firefighter health;

Interviews recruit firefighter applicants, reviews their polygraph and psychological results, and determines whether to continue or end each applicant's participation in the employment process;

Provides a liaison between the Fire and Rescue Department and the County Office of Personnel, the County Attorney, and the Civil Service Commission on human resource matters;

Reviews current and proposed General Orders, Standard Operating Procedures, and operating manuals for compliance with County, state, and federal regulations pertaining to human resources.

**In each functional area**

Maintains appropriate relationship with volunteer organization in assigned area;

Initiates or reviews performance evaluations of battalion staff;

Initiates disciplinary action or reviews disciplinary actions recommended by subordinate supervisors to ensure fairness, consistency, and conformance with Standard Operating Procedures and applicable rules and regulations;

Periodically inspects personnel for grooming, appearance, proficiency, readiness, and proper record keeping/documentation;

Investigates vehicle accidents and personal injuries, and takes corrective action if needed;

Supervises budget preparation for assigned area, and analyzes data for budget projections;

Establishes goals, objectives and priorities for the Section or battalion;

Participates in planning activities necessary to manage fire and rescue activities in assigned area;

Prepares and maintains records as required;

Participates in the physical fitness program;

Addresses citizen groups.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:****In all functional areas**

Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;

Knowledge of the laws, regulations, policies and procedures affecting the functional area to which assigned, and the ability to apply them appropriately;

Knowledge of administrative and managerial techniques;

Knowledge of available resource organizations;  
Knowledge of supervisory techniques;  
Knowledge of departmental policies and procedures, Standard Operating Procedures and the Personnel Regulations;  
Knowledge of fire, rescue, and EMS incident management;  
Knowledge of the budgeting procedure;  
Ability to communicate orally in an effective manner, using diplomacy and tact;  
Ability to write complete and accurate reports, memos, policies, and procedures, using proper grammar and format;  
Ability to delegate duties and responsibilities appropriately, give feedback, and take follow-up action;  
Ability to evaluate performance, counsel subordinates, and apply fair and effective discipline;  
Ability to resolve personality conflicts among subordinates;  
Ability to provide effective leadership;  
Ability to take command and remain in command of an emergency situation under stress;  
Ability to speak before groups and interact effectively with the public one-on-one;  
Ability to analyze and evaluate;  
Ability to make decisions when no firm guidelines exist;  
Ability to develop alternative courses of action;  
Ability to organize and plan programs and deployment;  
Ability to determine staffing needs;  
Ability to set priorities and manage time effectively;  
Ability to concentrate on several matters at a time;  
Ability to demonstrate emotional detachment in disturbing or troublesome situations;  
Ability to take initiative, act decisively and assertively, and persevere;  
Ability to work well with others, including departmental personnel, persons from other agencies or other jurisdictions, and members of the general public, with tact and discretion;  
Ability to identify, define and evaluate the objectives, activities and methods of the Department;  
Ability to carry out staff decisions;  
Ability to be discreet and conscientious.

**Emergency Services Division**

Knowledge of building construction;  
Working knowledge of target hazards and special situations in the district to which assigned;  
Ability to determine the nature of an incident, size up the situation, and determine the equipment, personnel, and specialized resources needed to handle it;  
Ability to recognize and evaluate hazards and take corrective action;  
Ability to make fast, sound decisions under pressure, based on established guidelines, standard procedures, and established policies.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education;

Two years of paid experience as a Fire Captain II with the Fire and Rescue Department of Fairfax County:

Successful completion of Zenger-Miller Frontline Leadership III or similar approved course;  
Successful completion of incident command and staff and command courses;

Successful completion of the following college-level courses, as outlined in the Fairfax County Fire and Rescue Department's Career Development Handbook:

Two courses in English;  
One mathematics course;  
One course in building construction;  
One course in fire suppression methods  
One course in how to conduct effective meetings;  
One hazardous materials course;  
One course in administration;  
One course in supervision;  
One public relations course;  
One course in speech communications.  
One course in Human Resources Management;  
One course entitled Fire Officer and the Law.

Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

**CERTIFICATES AND LICENSES REQUIRED:**

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);  
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;  
Certification as a Fire Officer III;  
Certification as an Instructor II;  
Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND  
Possession of a valid Motor Vehicle Driver's License.

**If assigned to the Fire Prevention Division, must obtain within one year of assignment to the Division:**

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;  
Certification as a Technical Assistant to the Fire Official in accordance with the Virginia Department of Housing and Community Development standards.

**NECESSARY SPECIAL REQUIREMENTS:**

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

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